

Guidance for Completing Prior Authorizations (PAs) – April 2017

Prior Authorization is required for the following Recovery Works Services:

- Clinically-Managed High Intensity Residential Services
- Clinically-Managed Low Intensity Residential Services
- Inpatient (Medically Managed) Detoxification
- Medication Assisted Treatment (OTP Bundles)
 - For MAT: Prior Authorization is required for services beyond initial intake and ten (10) subsequent days of dosing/services

For additional information on each service, including detailed descriptions, reimbursement rates, and who may claim for each service, please see the Recovery Works Policies and Procedures Manual, December 2016 Edition 2.

It is expected that a comprehensive mental health and substance use assessment will be completed with all Recovery Works participants. As part of this assessment, providers should develop a formulation regarding the participants' service and support needs and should make recommendations for services based on individual needs. *If these recommendations include services for which a Prior Authorization is required* (see above), the Prior Authorization should include the following information:

- Why is this service being recommended versus other, less intensive services
- What is the intended goal or outcome of that service
- How will this service fit in to the participant's larger treatment goals and expectations

For Residential Services (Including Detox): Recommendations for residential services should be made only after a comprehensive assessment of the participants needs, including whether those needs can be met in a community-based setting (for example, through use of Intensive Outpatient with additional wrap around supports). Additionally, a recommendation for residential services should fit within a larger treatment plan for a participant, and at the time of a referral to residential services it should be clear to the treatment provider(s) and the participant how residential services will fit into that larger treatment plan. This should include a plan for what will happen once the participant has completed residential services and how progress made during residential will be maintained and built upon in the community.

Medication Assisted Treatment: Currently, Medication Assisted Treatment (MAT) is an available service for Recovery Works participants for a maximum of twelve (12) months. MAT is intended to provide not only medication (such as methadone, Suboxone, etc) but comprehensive clinical services to support the participants' recovery process. Participants who are not prepared to engage in clinical treatment services in addition to MAT are not eligible for Recovery Works funded MAT. Additionally, because the MAT course of care on average is 18-24 months, monthly Prior Authorizations for MAT should include updated information regarding the treatment provider(s) and participant's planning process for ongoing care (for example, will the participant be titrated off of MAT during that 12 month period? Will the participant seek insurance that will cover ongoing MAT? Will the participant be paying out-of-pocket for

MAT and, if so, what is their plan for covering that cost? Etc.). Each Prior Authorization for MAT should include updated information regarding this planning process.

Completing the Prior Authorization Form:

- Ensure you are using the *current* version of the Prior Authorization form (found at www.RecoveryWorks.fssa.in.gov).
- Answer each question (#1-5) thoroughly and in such a way that the reviewer can clearly understand the justification for the specific service being requested. Consider the questions above and include this information in the body of the form for Residential, Detoxification, and MAT, respectively.
- Ensure that each section of the form is complete and accurate (including the top and bottom sections).
- Submit the completed form to Recovery.Works@fssa.in.gov. Note in the subject line of the email 'Prior Authorization'. Use *only* the participants' DARMHA ID number within the body of the email – DO NOT use the participants first and/or last name in the subject line or anywhere in the email.

Please note, it may take up to 48 business hours for Prior Authorizations to be received, reviewed, and a determination made. Ensuring the form is complete based on the above guidelines will expedite the determination process.

If you have additional questions or would like further guidance or training on the Recovery Works Prior Authorization process, please email Recovery.Works@fssa.in.gov.